

REQUEST OFFICER TRANSFER TO THE ARMY RESERVES

NAME/RANK: _____

UNIT: _____

_____ BN/GP/BDE COMMANDER'S ENDORSEMENT

_____ COMPANY COMMANDER'S MEMORANDUM

_____ SOLDIER'S LETTER STATING REASON FOR REQUEST

_____ DD FORM 368 *(Must already have initiated and completed Section I w/ an Army Reserve Recruiter)*

_____ OER INFO (RATED BY: _____ WILL RATE: _____)

***Link to DD Form 368 can be found under "Forms"*

J1-PO includes:

_____ STATE CONDITIONAL RELEASE MEMO WITH SUSPENSE DATE